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## Technology Training and Tidbits

Technology training information, updates, and tips for  
Goucher faculty and staff.

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### A Quick Guide to Choosing the Right Task Management App

Microsoft offers a suite of task management tools tailored to different needs - knowing which to use can boost efficiency and teamwork.

- For personal task tracking, **Microsoft To Do** is ideal. It helps individuals organize daily priorities and syncs with Outlook and the Tasks app in Teams.
- For team-based work, **Microsoft Planner** is a lightweight, user-friendly option that supports task assignments, collaboration, and progress tracking. It integrates seamlessly with Teams and SharePoint, making it great for straightforward projects.
- When managing complex projects with timelines, dependencies, and budgets, **Microsoft Project** is the best fit.

The **Tasks app** in Teams acts as a central hub, combining tasks from To Do and Planner, allowing users to manage both personal and team responsibilities within the Teams interface.

Choosing the right tool depends on your project's complexity and whether you're working solo or with a team. Each app streamlines task management and enhances productivity across Microsoft 365.

For more information on using Teams for teamwork, attend our next workshop **Microsoft Teams: Teamwork Beyond Meetings** (see IT Training events below) or read more about, [When to use Microsoft Project, Planner, To Do, or the Tasks app in Teams.](#)

To view this and other informative editions of the Technology Training & Tidbits newsletters, [click here](#).

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## Quick Tip: How to View or Minimize Open Windows

Did you know having too many open windows on your computer clutters your view and causes your computer to slow down? Yep, having multiple windows open uses up memory and processing power. While the impact is temporary, having too many open windows can reduce performance and drain your battery. To keep your computer running smoothly, try closing or minimizing unused windows. Here's how:

- **Windows computers:** Press **Windows key + D**, to minimize them all in a snap! Press Windows key + D again to restore minimized windows. You can also click the **Task View** button beside the Windows Search box (bottom left of your screen), to view and close open windows.
- **For macOS computers:** Press **Command + Tab** to switch between all open windows. Press **Command + Q** to close an active window. To close all active windows and log out, press **Command + Shift + Q**.

Likewise having too many open browser tabs can cause reduce performance. Creating browser tab groups can help with organization as well as save resources. Read more about tab groups in our June newsletter, “[3 Steps to Inbox Zero and Organize Your Browser Tabs with Grouping.](#)”

To view previous editions of the Technology Training & Tidbits newsletters, [click here](#).

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# IT Training Events

Summertime is the perfect time to learn new skills or refresh existing skills. We're excited to offer the following workshop in July.

**Productivity Pros – Workshops geared toward adding new skills for productivity.**

***NEW! Microsoft Teams: Teamwork Beyond Meetings***

July 22, 2025 / 10:00 – 11:00 a.m. / Online

[Click here to view course descriptions and register for IT workshops.](#) Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

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To make a training request for yourself or your department, please contact the Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).